

Budget and Policy Analyst Agency – Advanced

POSITION SUMMARY:

Under the supervision of the Budget and Policy Supervisor in the Bureau of Financial Management (BFM), this position will develop, analyze, coordinate, present on and document Department of Administration (DOA) and supported agency operating and biennial budgets and legislation. The candidate will provide budget support for all stages of the biennial and operating budget processes and for various budget operational and development purposes, such as for agency, supported agency, and divisional recurring operating budget status meetings, biennial budget development briefings, and technical budget trainings. This position will be responsible for analyzing complex financial, operational and legislative information, including analyses of: the budget impact of personnel acquisitions, expenditure authority trends, and fiscal impacts of proposed legislation. The position will be responsible for running and developing queries in the State of Wisconsin Oracle Peoplesoft computer system to review, analyze, visualize, and modify DOA and supported agency financial and human capital management information.

This position will develop biennial budget documentation and worksheets and will load biennial budget content into the budget system; research budget and statutory language authority questions and non-compliance; conduct follow-up with accounting and budget staff; and respond to technical, financial and budgetary inquiries by agency leadership, the State Budget Office and Legislative Fiscal Bureau.

The position's primary responsibilities are programs contained within the Divisions of: Facilities Development and Management; Executive Budget and Finance; Energy, Housing and Community Resources; Hearings and Appeals; Legal Services; Capitol Police; and for the Labor and Industry Review Commission. Assignments are subject to change, depending on staffing turnover within the budget section as well as legislation leading to changes in department programs and objectives.

DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION:

Time% Goals and Worker Activities

50% A. Assist in the preparation of the Department's budget submission to the Governor. Review and monitor annual operating budgets for assigned program operations under the Department of Administration.

- A1. Prepares base budget data for operating divisions and subordinate program revenue operations, as well as attached bodies.
- A2. Prepares agency program and appropriation structure changes as required by the State Budget Office. Analyzes the fiscal impact of such changes on agency operations.
- A3. Organizes and conducts intra-agency budget planning sessions and discussions.
- A4. Provides technical assistance as requested to program managers in structuring budget requests or preparing suitable justification. Suggests budget and staff alternatives for consideration by management.
- A5. Runs and develops Peoplesoft queries to extract, analyze and present budget information for intra-agency and support agency budget status meetings, budget development, budget issue inquiries and Agency briefings.

Budget and Policy Analyst Agency – Advanced

A6. Analyzes budget requests made by department managers for technical accuracy and compliance with budget policy guidelines and department program objectives. Prepares written analysis for review by the Budget and Policy Supervisor, Bureau Director, Administrator and Secretary's Office. Makes oral presentations to same levels.

A7. Prepares fiscal impact estimates for legislation proposed by the department or as proposed by legislative offices.

A8. Continuously monitors and evaluates the financial and program performance of assigned agency program revenue operations, as well as the fiscal health of attached organizations.

A9. Within the Enterprise Resource Planning System, submits journals, updates authorized position coding, and modifies, deletes and creates other position and budget information to reflect Department budget and operational requirements.

30% B. Assist department managers, the Budget and Policy Supervisor, and the Bureau Director in the analysis and resolution of fiscal, budgetary, program and administrative problems by conducting organizational, policy, fiscal and management analysis and studies as directed.

B1. Participates in management study teams and the conducting of surveys to collect data and to research operational, budgetary and policy issues; proposes alternative scenarios for remedial action, ranging from policy and procedure changes, to assessment methodology updates, to statutory changes. Proposes suitable alternatives and makes recommendations regarding preferred alternatives from various perspectives.

B2. Prepares written and oral reports for the Budget and Policy Supervisor, Bureau Director and agency management regarding the results of studies. Outlines timetables for schedules to implement study recommendations and decisions, particularly when other agencies or the public are affected.

B3. Monitors the results and progress of study implementation plans and apprises management.

B4. Review agency programs or functions to evaluate statutory compliance, compliance with legislative intent and general program effectiveness.

B5. Assists program revenue managers in evaluating interagency clientele, appropriateness of service rates, assessment and cost recovery techniques and reviews program operations. Examines methods to improve administrative procedures, realize cost efficiencies and to increase productivity.

20% C. Monitors the executive budget process and supports efforts to implement budget and policy for assigned agency operations.

C1. Monitors modifications made to the agency budget request and statutory language changes by the Governor and the Legislature; evaluates and prepares summations of any changes and their respective fiscal, staffing, statutory and operational impact.

Budget and Policy Analyst Agency – Advanced

C2. Independently prepares responses to requests for information by legislative offices (Legislative Fiscal Bureau, Legislative Council, etc.) and does further issue analysis, as guided by the Budget and Policy Supervisor.

C3. Allots approved budget appropriations and provides justification to the State Budget Office if required by policy. Interprets allotment policy and advises the Bureau Director accordingly. Independently prepares complex agency pay plan supplement requests for all operations appropriations and fund sources. Explains and defends requests to the State Budget Office staff as needed. Allots all supplemental funds when approved, both on the State Financial records as well as DOA internal system records.

C4. Assists the Budget and Policy Supervisor by preparing general operating budget guidelines (policies and technical requirements) for agency management. Reviews and evaluates all assigned program budgets. Makes recommendations on final budget levels given legal requirements and legislative/executive policy intent.

C5. Prepares monthly financial summaries for assigned operations. Evaluates the fiscal condition of operations and conducts monthly briefings for the Budget and Policy Supervisor, Bureau Director, Administrator and Secretary's Office. Conducts independent follow-up to clarify fiscal or operational issues. Develops justification for and recommends alternative course of action when appropriate.

C6. Researches and drafts special legislative requests under Chapter 13 or 16 as approved by the Secretary and under the general guidance of the Bureau Director. Provides follow-up information as required to the State Budget Office and the Legislative Fiscal Bureau.

C7. Acts as a liaison for the Bureau of Financial Management to Divisional and Departmental leadership, providing excellent budget and policy customer service and support to the Department and its supported Agencies.

Knowledge, Skills and Abilities:

Knowledge of:

1. Professional budgeting and accounting principles.
2. Wisconsin statutes and administrative rules and federal rules and regulations.
3. Research and analysis principles and techniques.
4. Public administration and policy and procedure development.

Skill in:

5. Written and oral communications.
6. Developing and presenting technical and financial reports.
7. Use of a technical computer system, including to develop and run queries and searches to extract and analyze data and financial information.
8. Use of Microsoft Office Suite, including but not limited to the use of excel to efficiently organize, extract, analyze, and visualize large data sets and complex information.
9. Diplomacy and excellent customer service skills.

Ability to:

10. Perform complex fiscal and legislative analysis.
11. Problem-solve in an efficient and logical manner.
12. Plan, prioritize, and complete multiple tasks in a timely manner.
13. Establish and maintain effective working relationships with staff both internal and external to the organization.